D & L Environmental

Environmental enforcement activities (New Bradwell Parish Council) !st February 2025 - 27th February 2026

Estate,	Activities	Outcome	Extraordinary
Flytipping	I have investigated 196 flytips/waste issues, ranging from a few bags to, furniture, white goods being dumped,	All of these flytips have been investigated and then cleared by MKCC/Suez	Eleven have been found with evidence then further investigations carried out by MKCC ECU Three have been issued with FPNs, which have been paid Three investigations are still ongoing One resident issued with a Section 46 notice Two residents issued with verbal warnings by myself Two investigations unable to pursue,
The types of issues I have dealt with	**Dumping of waste in Permayne** spoke to a local resident whom I was given to believe that they may have been responsible for some waste issues, after another resident reported their details to the office, **Meads close garden renovations** Property having their garden renovated, the was was out on public land	I visited their property and observed some waste items on their front garden, I took photos of these items, a few days later these items appeared on the pathway away from their property, Spoke to both the contractor and the homeowner re the removal of the waste,	I again visited the property and spoke to the resident concerned, I explained to them that this was fly tipping and showed them the photographs I had taken, they removed the items for me, and I gave them a verbal warning, no further issues from this property, The waste was removed within two days of my visit as promised by the contractor.
Waste out early Bins/sacks	Several Residents putting their waste out before collection day	They have been given advice on the correct procedures for the presentation of their waste, also given waste recycling leaflets/calendars, and told the penalties if they are caught putting their waste out early again	Since November 2025, I have been working with MKCC ECU, to tackle the issues of bins being left out after collection we have targeted two streets, St Marys and St Giles, currently concentrating on St Giles street

			Here is an update on the results of this activity 6 properties have progressed to a stage 5 letter – this details the breach of S.46 Notice, with evidence (photograph). These properties have 28 days to detail why they should not be issued an FPN. After 28 days any responses will be assessed, at this point FPNs can be issued. 2 properties have progressed to stage 4 letters. Section 47 Notice issued to Stantonbury Sports and Social Club – requiring them to remove the trade waste receptacles from the public highway within 14 days. An FPN is issued if they remain on the highway. Diane from MKC ECU will inspect on or after 30 March 2026 to check the trade bins have been removed.**Update: the Trade bins have been moved**
Trollies dumped	26 shopping trollies have been reported MKCC for removal		
Suez issues	Waste not been collected after reported via the portal	I have reported several times to customer services, none collection of reported flytipping, after receiving completed email reports saying the waste had been removed	The waste is then removed within a few days but unfortunately the facility to report to customer services has now been removed by MKCC, which means that issues have to go through the report it site
Abandoned vehicles	Eight reported and then removed		One stolen vehicle, whilst I was investigating an abandoned vehicle I noticed a second vehicle next to which was stolen, I contacted TVP who removed it within one hour
Fly posting	Mainly fun fair/circus poster placed on the electric/BT boxes,	These were all removed	

	A couple of driveway company boards,	These were removed, I also contacted the companies responsible	
NOS canisters	As of November 8th 2023,under the misuse of drugs Act 1971, the possession of Nitrous Oxide for personal recreational use became a criminal offence in England and Wales	I have come across 46 of these canisters/their assorted litter during my patrols of the parish area,	All of them have been removed

E-scooters/bikes	A few have been found damaged, batteries removed etc, reported and then removed ,
Parking	The "Second Sitting" / New Developments (2026) Following a 2020 consultation, the UK government is taking steps to empower local authorities to act more effectively. GOV.UK New Powers for Councils: In January 2026, the Department for Transport announced new powers for local authorities in England to tackle "problem" pavement parking without needing to go through the lengthy and expensive process of implementing individual Traffic Regulation Orders (TROs) for every street. Focus on Obstruction: The focus is on allowing councils to penalize drivers who obstruct pedestrians, especially those using wheelchairs, prams, or with visual impairments. I have been looking at issues around the parish and how this will affect local residents,
Flytipping action plan	MKCC Environmental crime unit are looking at the North side, which includes New Bradwell, I have identified areas of the parish where issues dealing with waste can be made a priority, I will also speak to waste services to see if the residents of the flats in Earls Willow can have the larger black bins for their waste, to help stop the spread of litter etc.
New bradwell	A few incidents of dog fouling, Spoken to a few dog owners, advised them on the correct way to dispose their dog waste
Dog fouling App	App called Pooper Snooper which allows me to pinpoint where dog fouling has taken place, I can then revisit the areas and see if the fouling has increased or decreased, it Also allows me to map the dog fouling
Regular patrols	I continue to patrol all the areas covered by NBPC, on the lookout for dog fouling,flytipping, waste issues , etc any resident that I come into contact with I give them my contact details, , Telephone number and email, I am looking at setting up a whatsapp group for residents to contact myself

NEW BRADWELL PARISH COUNCIL

Community Asset Transfer
Progress Report & Business Case

Report Date: 17th February 2026 | For: Full Council Meeting – 3rd March 2026

EXECUTIVE SUMMARY

New Bradwell Parish Council has the opportunity to acquire the freehold of New Bradwell Community Centre (Gym) & Workspace from Milton Keynes City Council. The Parish Council has successfully managed the community centre since September 2022 as Tenants at Will, generating proven income of *£27,415 per year against costs of *£22,950.

This Community Asset Transfer will add £14,000 per year in workspace rental income — currently paid to MKCC, not to the Parish Council. The total post-CAT net benefit rises from £4,465 to £13,465–£14,165 per year: an improvement of +£9,000–£9,700 per year with minimal additional risk or obligations.

KEY FACTS

Property: New Bradwell Community Centre (Gym) & Workspace, St James Street, New Bradwell, MK13 0BJ

Freehold Titles: BM179926 & BM179911

Status: Grade II Listed Building

Purchase Price: £1 if demanded

Community Centre Income: £27,415 per annum (existing — proven over 2+ years as Tenants at Will)

Workspace Rental Income: £14,000 per annum from New Bradwell Workspace Ltd (NEW income post-CAT)

Total Post-CAT Income: £41,415 per annum

Net Annual Improvement: +£9,000–£9,700 per year over current position

Workspace Lease Type: Full Repairing & Insuring — tenant pays ALL repairs, insurance, rates, utilities

Workspace Tenant: New Bradwell Workspace Ltd — 25-year occupancy, zero rent arrears, £62k reserves

1

1. BACKGROUND

1.1 Overview

New Bradwell Parish Council has been negotiating the Community Asset Transfer of New Bradwell Community Centre (Gym) & Workspace for over two years. The property has two elements: the MKCC-owned portion (the 'Gym' space and 10 workspace units) and the Church-owned portion (Main Hall, Kitchen, and Toilets), managed by Stantonbury Schools Trust.

[1] Figures for NBCC within this document are from Xero Financial Summary report dated: 1st April 2025 to 1st February 2026.

NBPC has managed the entire community centre as Tenants at Will since September 2022, generating proven annual income of £27,415. This CAT will transfer ownership of the MKCC portions to NBPC, securing the asset and adding £14,000 per year in workspace rental income that currently goes to MKCC.

1.2 Timeline of Key Decisions

Date	Decision / Event
Sept 2022	Council resolved to become Tenants at Will of the Gym following dissolution of NBCC management committee
May 2023	Church trustees confirmed Archdeacon authority for valuation and Section 119 report for Charity Commission
Oct 2023	Council resolved to grant £2,000 (s.137) towards survey costs for Church portion
Nov 2023	Kirby Diamond valuation survey completed for Church portion
Jan 2024	Condition survey revealed £39k repairs needed for Church portion. CAT working group established
Mar 2024	Church trustees confirmed solicitors preparing Charity Commission report — no timeline given
Jun 2024	Church confirmed: no reverter charges, Diocese agreed £1 peppercorn. Awaiting MKCC Heads of Terms
Sept 2024	Council resolved to approve Heads of Terms in principle, pending condition report
Dec 2024	Priory Heritage condition report for MKCC Gym & Workspace reviewed and noted
Feb 2026	Dr Adrian Prisk (Stantonbury Schools Trust) confirmed solicitors have applied to Charity Commission for a scheme to enable the Church portion transfer

1.3 Delays and Reason for Proceeding Independently

The CAT process has experienced significant delays due to three changes of MKCC officer overseeing the transfer; complexity around the Church portion requiring Charity Commission approval; multiple condition surveys and valuations; and EPC compliance issues for a Grade II listed building.

It was originally resolved that both portions would transfer in tandem. However, given the ongoing delays and uncertainty with the Church element — now over two years with no confirmed Charity Commission timeline — this report recommends proceeding with the MKCC transfer independently.

Officer Recommendation on Church Element

A Charity Commission 'scheme' is formal approval required for charities to dispose of property. These take several months with no guaranteed outcome. The Clerk recommends proceeding with the MKCC transfer now. The Parish Council can consider the Church portion separately if or when the scheme is approved. Waiting further risks losing the MKCC opportunity entirely.

2. PROPERTY DETAILS

2.1 Title and Location

Address	New Bradwell Community Centre (Gym) & Adjoining Workshops, St James Street, New Bradwell, MK13 0BJ
Freehold Titles	BM179926 & BM179911
Building Status	Grade II Listed
Purchase Price	£1 if demanded
Permitted Use	Community Centre for use by residents of Milton Keynes without discrimination
Restrictions	Cannot be used as a bingo[i] hall or cinema. No nuisance to neighbouring properties.

2.2 Building Layout — What Is Being Acquired

- **Community Centre:** 'Gym' space (MKCC-owned — acquired in this CAT): managed by NBPC as Tenants at Will since September 2022. Used for community bookings and private hirers.
- **Workspace Units:** 10 workspace units in the attached building (MKCC-owned — acquired in this CAT): let to New Bradwell Workspace Ltd under a Full Repairing & Insuring lease.
- **Main Hall:** Main Hall, Kitchen & Toilets (Church-owned — NOT part of this CAT): NBPC continues as Tenants at Will pending the separate Charity Commission scheme.

2.3 Current Tenancy Arrangement — Workspace Units

The 10 workspace units are let to New Bradwell Workspace Ltd on a Full Repairing & Insuring (FRI) lease. The tenant manages the units as sub-lettings on licence agreements, meaning the Parish Council will have ONE tenant relationship to manage — not ten. The original lease (dated 1999) expired on 31 March 2024 and is currently rolling over on the same terms pending completion of the CAT.

2.4 Permitted Use

The property must be used as a Community Centre for use primarily by residents of Milton Keynes, without regard to sex, race, religious or political orientations. The property cannot be used as a bingo hall or cinema.

3. FINANCIAL IMPLICATIONS (THE BUSINESS CASE)

Critical Context

NBPC has managed the community centre since September 2022, generating proven income of £27,415* per year against costs of £22,950* — a current net benefit of £4,465. This CAT adds £14,000 per year in workspace rental income that currently goes to MKCC. The additional cost to the Parish Council is only £4,300–£5,000 per year because the workspace tenant pays virtually everything under the Full Repairing & Insuring lease.

3.1 Current Position (Before CAT)

NBPC currently manages as Tenants at Will: the 'Gym' space (MKCC-owned), the Main Hall, Kitchen & Toilets (Church-owned), and all community centre bookings from private hirers and community groups.

Item	Amount (2025–26)
Community Centre Income (bookings — Gym + Main Hall)	£27,415
Community Centre Costs (utilities, cleaning, maintenance etc)	£22,950
NET CURRENT BENEFIT	**£4,465**

Note: New Bradwell Workspace Ltd pays £14,000 per year to MKCC for the 10 workspace units. This income currently goes to MKCC — NOT to the Parish Council. The CAT changes this.

3.2 What This CAT Gives NBPC

- OWNERSHIP of the 'Gym' space (you already manage it — no change to daily operation)
- OWNERSHIP of the 10 workspace units (currently leased to NBWS Ltd at £14,000/year)
- NEW INCOME of £14,000 per year — currently goes to MKCC, post-CAT it comes to NBPC
- Asset ownership enabling substantial heritage and community grant applications
- Long-term appreciation of a Grade II listed building

NBPC will continue managing the Church-owned Main Hall as Tenants at Will until that separate transfer completes. The community centre operation continues exactly as-is.

3.3 Post-CAT Income

Income Source	Annual Amount	Notes
Community Centre bookings	£27,415	Continues as current — Gym + Main Hall
Workspace rental — NBWS Ltd	£14,000	**NEW income from CAT acquisition**
TOTAL INCOME	**£41,415**	

3.4 Post-CAT Costs

Cost Item	Annual Amount	Notes
Community Centre running costs	£22,950	Continues as current — no change
Workspace unit costs	£0	**Tenant pays ALL under FRI lease**
Landlord liability insurance	£300–£500	NEW — PC as building owner
Professional fees (inspections, legal)	£500–£1,000	Annual inspection, ad hoc legal

[2] Figures for NBCC within this document are from Xero Financial Summary report dated: 1st April 2025 to 1st February 2026.

Sinking fund — workspace only	£3,000	Catastrophic failures only — tenant does repairs
Administration	£500	Rent collection, correspondence
TOTAL COSTS	**£27,250–£27,950***	

3.5 Net Financial Benefit — The Bottom Line

Metric	BEFORE CAT	AFTER CAT
Total Income	£27,415*	£41,415
Total Costs	£22,950*	£27,250–£27,950
NET ANNUAL BENEFIT	**£4,465**	**£13,465–£14,165**
ANNUAL IMPROVEMENT	—	**+£9,000–£9,700**

What This Means

The CAT will triple the Parish Council's net income from the community centre operation — from £4,465 to £13,465–£14,165 per year — by adding the £14,000 workspace rental income that currently goes to MKCC. Additional costs are minimal (£4,300–£5,000) because the workspace tenant is responsible for virtually everything under the Full Repairing & Insuring lease.

This additional income can be used to: offset the precept (reducing the burden on taxpayers); fund community projects; build general reserves; or support other parish council activities.

3.6 Full Repairing & Insuring (FRI) Lease — Why Costs Are So Low

The workspace units are let on a Full Repairing & Insuring (FRI) lease. This is the critical reason the £14,000 rental income comes with virtually no obligations to the Parish Council.

Tenant's Responsibilities (NBWS Ltd pays ALL of this)	Parish Council's Responsibilities (MINIMAL)
• ALL repairs and maintenance — internal, external, structural • Buildings insurance costs (reimburses PC as 'Insurance Rent') • Business rates — approx. £13,000 per year • All utilities — gas, electricity, water (approx. £4,500/year) • Cleaning and waste disposal • Decorating every 5 years • Fire safety, H&S, statutory compliance	• Arrange buildings insurance policy (tenant pays premium back as 'Insurance Rent') • Landlord liability insurance — £300–£500 per year • Annual professional inspection — £500–£1,000 • Sinking fund for catastrophic failures only — £3,000 per year • Minimal administration — rent collection, correspondence **Total PC annual cos[3]ts: approx. £4,300–£5,000**

[3] Figures for NBCC within this document are from Xero Financial Summary report dated: 1st April 2025 to 1st February 2026.

Total tenant annual costs: approx. £47,805	

3.7 Why This Represents Excellent Value

- **Proven operation:** NBPC already manage it: NBPC has operated the community centre since Sept 2022 — we know the income, costs, and operations. This is not a new venture.
- **Proven income:** Community centre income of £27,415* is real and established over 2+ years — not speculative.
- **Financially stable tenant:** Workspace tenant has 25-year occupancy history, zero rent arrears, New Bradwell Workspace Ltd has demonstrated financial stability over 25 years of continuous occupancy with no rent arrears
- **Minimal new obligations:** Only £4,300–£5,000 additional costs versus £14,000 additional income — net gain of £9,000–£9,700.
- **Secures community asset:** Prevents loss of a vital community facility and workspace hub to private sale.
- **Grant eligibility:** As owners of a Grade II listed building NBPC becomes eligible for Historic England, Heritage Lottery, Community Ownership Fund, and other grants — not available to tenants.
- **Minimal workload:** Additional workload is minimal — one tenant, FRI lease means they manage everything.

3.8 Grant Funding Opportunities (As Building Owners)

Ownership of a Grade II listed building unlocks potential grants NOT available to tenants:

- Historic England Heritage Action Zones: £10,000–£250,000
- National Lottery Heritage Fund: £10,000–£5 million
- Community Ownership Fund: £50,000–£1 million
- FCC Communities Foundation (environmental improvements)
- UK Shared Prosperity Fund
- Local authority community asset grants

3.9 VAT Considerations

The £14,000 annual workspace rental income is VAT-exempt and does not count toward the £90,000 VAT registration threshold. The Clerk will confirm with BMKALC VAT & TAX advice partner if VAT registration trigger arises from the combined total of all the Parish Council's taxable supplies.

4. RISK ASSESSMENT

Risk	Likelihood	Impact	Mitigation
Financial viability — income insufficient	**LOW**	**LOW**	NBPC already generates £4,465/year net from community centre. CAT adds £14k workspace income with only £4–5k additional costs — proven over 2+ years of operation.
Workspace tenant defaults or vacates	**LOW**	**MEDIUM**	NBWS Ltd has 25-year track record, zero arrears, if they vacated, PC retains the community centre income (£27,415*) and could re-let workspace units individually at market rate.

Major repairs — community centre	**LOW**	**MEDIUM**	PC already manages community centre maintenance within £22,950/year budget. Building survey (Priory Heritage 2024) gives clear picture. Continue as-is post-CAT.
Major repairs — workspace units	**VERY LOW**	**LOW**	Workspace tenant responsible for ALL repairs under FRI lease. PC only needs £3,000/year sinking fund for catastrophic failures not covered by insurance.
Clawback liability if use changes	**LOW**	**MEDIUM**	100% clawback Year 1, reducing 2% per year. Maintain community use covenant. No disposal or change of use without full council resolution.
Insurance costs exceed estimates	**VERY LOW**	**LOW**	Workspace buildings insurance reimbursed in full by tenant as 'Insurance Rent'. PC only pays landlord liability (£300–500/year). Obtain multiple quotes annually.
Listed building compliance costs	**MEDIUM**	**MEDIUM**	Seek Historic England advice early. Apply for heritage grants. Engage conservation specialists for any works requiring listed building consent.
EPC compliance — workspace units	**LOW**	**LOW**	5 units require valid EPCs. Grade II listing may qualify for exemption. Clerk arranging assessments. Budget: £500.

4A. CRITICAL CONSIDERATIONS — EYES WIDE OPEN

The following warnings ensure the Council proceeds with full awareness. This is still an excellent opportunity — but belt and braces is essential.

- **Sinking Fund:** Even with the FRI lease covering workspace repairs, a ring-fenced sinking fund is essential. The £3,000/year recommended is for workspace catastrophic failures. Ensure the community centre maintenance budget (£22,950) is adequate for that portion.
- **Business Rates and Liabilities:** Confirmed with MKCC that the workspace tenant is paying business rates (approx. £13,000/year). and all current liabilities — gas, electric, water, rates.
- **Lease Formalisation:** The NBWS Ltd lease expired 31 March 2024 and is rolling over. A new formal FRI lease must be agreed post-CAT. Solicitor to advise on terms, including inflation-linked rent reviews (RPI/CPI annually).
- **Realistic Timeline:** If MKCC say June, assume November. All actions and budgets should allow for significant overrun.
- **Trading Arm Advice:** Seek advice via BMKALC (Wellers — 30 minutes free) on whether this acquisition requires a separate trading arm for VAT or corporation tax purposes.
- **Clerk Workload:** Managing a property and tenancy involves real administrative time — correspondence, procurement compliance (formal process for contracts over £30,000), annual [4]inspections, insurance renewals. This is not a 'set and forget' asset.

5. KEY TERMS OF THE TRANSFER

[4] Figures for NBCC within this document are from Xero Financial Summary report dated: 1st April 2025 to 1st February 2026.

Consideration	£1 if demanded
Clawback Provisions	If the property is sold or use changes within the clawback period, the Council must pay MKCC an 'Appropriate Proportion' of any increase in capital value: 100% in Year 1, reducing by 2% per year thereafter. Capital value to be confirmed following valuation.
Pre-emption Rights	If the Council decides to sell in future, MKCC has the right of first refusal — the property must be offered to MKCC before any third party.
Restrictions	Must be used for community purposes. Cannot be used as a bingo hall or cinema. No nuisance to neighbouring properties.
FRI Lease (workspace)	New Bradwell Workspace Ltd responsible for ALL repairs, maintenance, insurance costs, rates, and utilities under their Full Repairing & Insuring lease.
Church Portion	Main Hall, Kitchen, and Toilets (Church-owned) are NOT part of this CAT. NBPC continues as Tenants at Will pending the separate Charity Commission scheme.

6. OUTSTANDING ITEMS TO BE RESOLVED

#	Action	Priority	Notes
1	EPC assessments for 5 workspace units + listed building exemptions	**IMMEDIATE**	MKCC/Landlord responsibilty
2	Instruct solicitor with CAT/community asset experience	**IMMEDIATE POST-APPROVAL**	Budget £5,000–£7,500
4	Request from MKCC: current lease copy, insurance details, rates confirmation, any disputes with tenant	**IMMEDIATE**	Clerk to action
5	Obtain 3 buildings insurance quotes (listed building specialists)	**WITHIN 2 WEEKS**	Tenant reimburses premium under FRI
6	Obtain 3 landlord liability insurance quotes	**WITHIN 2 WEEKS**	PC's own liability as building owner
7	Companies House due diligence on NBWS Ltd	**WITHIN 2 WEEKS**	Confirm financial position and directors
8	Meeting with NBWS Ltd directors	**TBC**	Confirm FRI understanding; discuss post-CAT lease terms
9	Capital valuation to be inserted in Heads of Terms	**BEFORE EXCHANGE**	MKCC surveys complete — awaiting final figure
10	VAT/trading arm advice via BMKALC (Wellers)	**BEFORE COMPLETION**	30 mins free via BMKALC subscription
11	Set up ring-fenced sinking fund reserve	**ON COMPLETION**	£3,000/year minimum for workspace portion

7. GOVERNANCE & LEGAL REQUIREMENTS

7.1 Financial Standing Orders Compliance

The acquisition of this property requires full Council authority under Financial Standing Orders (asset value exceeds £500). A written business case — this report — has been prepared in compliance with those requirements. No suspension or amendment of Financial Standing Orders is required: this is a standard major asset acquisition requiring a full Council resolution.

7.2 Professional Indemnity Insurance

The Clerk/RFO will confirm that the Council's professional indemnity insurance covers property acquisition advice and ongoing landlord responsibilities before exchange of contracts.

7.3 Ongoing Governance Post-Completion

- Maintain an asset register entry with current valuation
- Review property income and costs quarterly
- Conduct annual FRI lease compliance checks
- Maintain appropriate insurance cover — review annually
- Ensure the ring-fenced sinking fund is adequately resourced
- Report to Full Council annually on property performance

8. CLERK'S RECOMMENDATIONS

The Clerk recommends that the Council resolves as follows:

1. **Resolution 1 — Approve CAT in Principle:** APPROVES the principle of the Community Asset Transfer on the terms set out in the Heads of Terms (August 2024), subject to satisfactory legal due diligence, insertion of the confirmed capital value, and EPC compliance.
2. **Resolution 2 — Instruct Solicitor:** AUTHORISES the Clerk to instruct a solicitor with Community Asset Transfer experience to handle the conveyancing, at a budget not exceeding £7,500.
3. **Resolution 3 — EPC Expenditure:** NOTES requirement for EPC assessments and listed building exemption registrations for the five workspace units requiring certification.
4. **Resolution 4 — Note Financial Implications:** NOTES the financial implications: current net benefit £4,465 per year; post-CAT net benefit £13,465–£14,165 per year; improvement of +£9,000–£9,700 per year. Minimal additional risk due to Full Repairing & Insuring lease where the workspace tenant is responsible for all repairs, maintenance, insurance costs, rates, and utilities.
5. **Resolution 5 — Further Report Before Exchange:** REQUESTS a further report from the Clerk once legal due diligence is complete and the capital value is confirmed, for final approval before exchange of contracts.
6. **Resolution 6 — Delegate Authority to Clerk/RFO:** DELEGATES authority to the Clerk/RFO to progress the Community Asset Transfer, including: responding to queries from MKCC and their solicitors; instructing and liaising with the Council's solicitor; agreeing minor technical amendments to the Heads of Terms (subject to no material change to financial or community use obligations); obtaining necessary surveys, reports, and compliance certificates; and negotiating practical completion arrangements. The Clerk/RFO shall report back to Full Council before exchange of contracts for final approval to proceed.
7. **Resolution 7 — Ongoing Updates:** AGREES to receive updates on the project as and when further details and actions require full council approval or sign-off, until completion.

APPENDICES

- Appendix A: Heads of Terms (August 2024)
- Appendix C: Insurance Quotes (to be circulated)
- Appendix D: Solicitor Quotes (to be circulated)
- Appendix E: Priory Heritage Maintenance Schedule 2024

Report prepared by: Germaine Newnham, Parish Clerk/RFO
Date: 17 February 2026
Contact: clerk@newbradwell-pc.gov.uk

[i] Unless for a free community event

CONTRACT FOR EVIDENCE AND INFORMATION GATHERING SERVICE

For

New Bradwell Parish Council

Provided by

Crimewave

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1. Contract provision

To provide a rapidly deployed fully managed evidence and information gathering service to include:

- Provision of dedicated equipment
- Maintenance and service
- Installation and camera movements
- Loss and damage of equipment
- Review of CCTV and evidence gathering
- Production of evidential reports and statements to prosecution level

2. NEW BRADWELL PARISH COUNCIL requirements

A response and investigation of various offences, issues, and incidents in each area. The service needs to be controlled, supported, and managed as a complete service to ensure value for money, efficiency and to obtain the best result.

Typically, this will cover

- Fly tipping.
- Littering.
- Anti-social behaviour
- Identification of irresponsible dog owners
- Traffic counting
- Pedestrian counting

Cameras need to be provided and located as and when agreed with NEW BRADWELL PARISH COUNCIL.
Crimewave should control and operate the cameras and they are for the sole use of NEW BRADWELL PARISH COUNCIL.
Crimewave will review any data collected and will act as the data protection officer and controller of this data.
Reports will be provided to NEW BRADWELL PARISH COUNCIL and any relevant authority. Crimewave will act as NEW BRADWELL PARISH COUNCILs representative at this point with the Police or local authority in support of a prosecution.
Any evidential footage obtained will be stored by Crimewave and transferred to NEW BRADWELL PARISH COUNCIL by fully GDPR complaint means.

3. Aims and objectives

The following sets out the policy and guidelines of New Bradwell Parish Council on issues involved in the planning for, and actual deployment of New Bradwell Parish Council Re-Deployable (mobile) CCTV cameras (RCCTV).

It is important that all those who are likely to be affected by the deployment of the RCCTV cameras, those who are likely to request their deployment and all personnel involved in their operation have a clear understanding as to the circumstances in which the system will be deployed. The key objectives of The New Bradwell Parish Council RCCTV system are:

1. Assist in the detection of crime by providing evidence in criminal proceedings.
2. Deter crime, improve public safety, and enhance the general public's perception of safety.
3. Assist in the prevention and reduction of public disorder and anti-social behaviour.
4. Assist the tracking and apprehension of persons who are suspected of having committed a criminal offence.
5. Assist in identifying witnesses.

4. How this will be achieved

Crimewave will run this agreement in consultation with Germaine Newnham, Parish Clerk. The use, deployment location, image review of CCTV cameras and report preparation will be conducted by Crimewave. This is a fully inclusive equipment and labour agreement.

New Bradwell Parish Council will have the use of one rapidly deployable CCTV cameras.

- Lamp post mounted HD quality PTZ remotely operated cameras (permanent 240v power supply required) Including a SIM card for data communication.
- Crimewave will control and operate the cameras in any place within New Bradwell Parish Council area. The cameras will be for the sole use of New Bradwell Parish Council. They can be left in location as long as is required by New Bradwell Parish Council.
- On identifying any images of evidence or note Crimewave will attend site, download any footage, review and prepare a report to forward to the relevant authority. Crimewave will liaise with Police or local authority in support of a prosecution.
- Any evidential footage obtained will be stored by Crimewave for a maximum of 90 days unless otherwise requested by the relevant authority.

5. Area of deployment

The RCCTV system will normally be deployed upon request only within the boundaries of New Bradwell Parish Council designated area. The area will be subject to a detailed survey prior to deployment. Deployments outside this area will only be considered after full consultation with the relevant authority such as TVP or MKCC.

6. Criteria for deployment

The request for deployment must be compatible with the Aims and Objectives above and should normally cover one or more of the following circumstances:

- Deployment is requested or supported by the Police, MKCC or New Bradwell Parish Council
- Will assist in detection and arrest of perpetrators of a spate of particular crime(s)
- Is to respond to crime hotspots, anti-social behaviour or transient problems.
- For emergency planning incidents and public safety
- To support special Police or Council operations
- Is to assist in the detection and prosecution of “environmental crime” e.g. fly-tipping

All applications for the deployment of RCCTV cameras must take into consideration the Council’s responsibilities under the Data Protection Act (GDPR), the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 and the Crime and Police Act 2013. Applications must also take the following requirements into consideration:

• Justifiable - there must be adequate reason to show that the cameras are an appropriate response. This will usually be shown by evidence of repeated complaints of past incidents, or intelligence on future incidents or events.

• General - the target of the surveillance must be in a public area or against unknown offenders. If a known individual(s) is the target this becomes ‘Direct Surveillance’, and the deployment will additionally have to be authorised under the Regulation of Investigatory Powers Act 2000.

• Reviewable - there must be a clear time limit for the duration of the deployment and an identified process of ongoing evaluation of the need for the cameras’ continued use in a specific location. Normal deployments will last up to four weeks; this may be extended but only in exceptional circumstances.

• Objective - there must be specified objectives to be achieved by the camera deployment and the achievement of these objectives should be monitored.

It is suggested that Crimewave and the environmental crime unit review the continued need for any deployed camera every four weeks.

Signage – RCCTV cameras will be mounted within public view and with clear signage indicating their use within the area. They should be mounted within the immediate vicinity of the cameras. It is worthy of note that should the cameras be moved in the same areas it is suggested to leave the CCTV signage in situ to prevent continued movement of signs.

7. Cost

Crimewave to supply and operate the outlined service agreement will be:

£8,100 + VAT per resource per 12 months (1 x resource)

Additional charges:

Any camera movement will be an additional charge. This charge is levied by the MKCC streetlighting contractors when installing or removing the camera device from the powered lamp column. As of August 2024 the cost is £125 per install and £100 per take down. For ease of administration MKCC invoice Crimewave for these installations and Crimewave invoice New Bradwell Parish Council . No extra charge is added from Crimewave for this service.

STANDARD TERMS AND CONDITIONS OF PROVISION OF CONSULTANCY SERVICES

In these terms and conditions, Crimewave Limited is referred to as "CW" and the party to whom the Proposal is addressed is referred to as "the Client" (collectively "**the Parties**" or individually the "**Party**"), the services and deliverables are detailed in the Proposal. The offer outlined in our Proposal is open for acceptance by the Client for a period of 30 days after which the offer shall lapse, unless otherwise notified by CW.

1. The Agreement

1.1 The agreement made by the Parties comprises:

1.1.1 CW's written proposal issued to the Client in connection with the Services (the "**Proposa**l");

1.1.2 the Schedule of Charges where one has been included in the Proposal;

1.1.3 these terms and conditions.

Collectively the "Agreement" and shall be interpreted in the above order of priority in the event of any inconsistency or conflict with documents appearing later in the list taking priority over documents appearing earlier in the list.

1.2 The Agreement shall be deemed accepted by the Client upon the first of (i) the Client's signature of the Agreement, (ii) the Client's instruction to commence work, (iii) the Client's payment of any agreed fee.

1.3 Variations or additions to the Agreement can be made. However, both Parties must agree to the variation or addition in writing.

2. Provision of Services and Deliverables

2.1 CW undertakes that it will perform the services and supply the deliverables expressly described in the Proposal ("**the Services**") with reasonable skill and care and in a good and workmanlike manner.

2.2 CW may use consultants with appropriate skills and experience for the provision of the Services. CW may only replace those consultants with consultants of suitable experience and suitability.

2.3 CW agrees to deliver the Services within a reasonable time. Both Parties will use all reasonable endeavours to ensure any data requested by CW from the Client is provided pertaining to incidents and investigations.

3. Client's Obligations

3.1 CW may need access to the Client's facilities, information, and resources for and during the provision of the Services. If so requested by CW, the Client, without charge to CW, will provide access to these to the extent reasonably requested by CW and shall co-operate with CW to the extent reasonably required to achieve the objectives set out in the Agreement.

3.2 The Client acknowledges that, in giving any opinion or advice in the course of provision of the Services, CW relies on the information about the Client or any project described in the Proposal provided to it by the Client and does not seek to establish the reliability of such information; accordingly, the Client:

3.2.1 undertakes to provide complete and accurate information which is or may be relevant to the Services and to provide such other information as CW may reasonably request; and

3.2.2 warrants that any such information provided is accurate, complete and not misleading.

4. Fees and Payment

4.1 The Agreement sets out the proposed fees, costs and expenses for the Services ("**the Price**"). Fees based on time, consumables or equipment or on an estimate do not constitute a fixed price. CW may increase the Price (i) to reflect any variation to the Proposal requested by the Client; and (ii) to reflect any increase in supplier or equipment costs.

4.2 All fees, costs and expenses referred to in the Agreement are exclusive of VAT, sales and similar taxes of any kind.

4.3 Unless otherwise set out in the Proposal the Price shall be payable on a monthly basis within 30 days of invoice date.

4.4 CW may invoice the Client for Services performed notwithstanding completion of the Services has been delayed by the Client's failure to meet any Date.

4.5 Unless otherwise agreed in writing, the Client shall pay all fees, costs and expenses related to the Services upon presentation of CW's invoice.

4.6 If any invoice is not paid in full and cleared funds within 30 days of invoice date from presentation, CW may suspend performance of the Services and / or charge interest at the rate provided by the Late Payment of Commercial Debts (Interest) Act 1998 on any overdue amount from the due date until the date of actual payment of the overdue amount, whether before or after judgment.

5. Limitations and Exclusions

5.1 Each Party accepts liability without limit for death or personal injury to any person due to its negligence or the negligence of its employees.

5.2 In respect of any liability other than those falling within clause 5.1 above and subject to clause 5.4, each Party's total liability arising out of or in connection with the Agreement shall not exceed in aggregate 100% of the total fees payable by the Client under this Agreement.

5.3 Neither Party shall in any circumstances be liable to the other whether in contract, tort (including negligence) or otherwise for any loss of profit, loss of contracts, loss of benefit, loss of production, loss of availability, loss of data, loss of anticipated savings, loss of reputation, loss of goodwill or loss of use suffered or incurred directly or indirectly by the other Party, any consequential, indirect or special loss or damage howsoever arising and of whatsoever nature or any punitive or exemplary damages.

5.4 Nothing in this Clause 5 shall affect or limit the Client's obligation to pay sums properly due under the Agreement.

5.5 The express terms of this Agreement shall apply in place of all warranties, conditions, terms, representations, statements, undertakings and obligations whether expressed or implied by statute, common law, custom, usage or otherwise, all of which are excluded to the fullest extent permitted by law.

5.6 CW shall not in any circumstances be liable to the Client for any loss or damage resulting from a modification of, adjustment or repair to the results of the Services or from any use by the Client of such results in a manner outside the reasonable contemplation of the Parties at the time the Agreement was made. Any such modification, adjustment, repair or use shall be undertaken at the Client's sole risk.

5.7 CW shall have no liability to the Client to the extent that such liability would not have arisen but for a breach by the Client of its obligations under the Agreement and without limiting the foregoing CW shall not be liable for any failure to meet any Date if such failure would not have occurred but for the Client's failure to meet any Date or for the Client's breach of the Agreement.

5.8 CW shall not be liable for any defect, wastage or other loss whatsoever in, of or arising from equipment, hardware or software or other items or made available to CW by the Client ("Client Materials") which shall be held, worked on and used at the Client's risk.

5.9 CW shall not be responsible for any loss, damage, cost or expense arising from, or from any defect, mistake or inaccuracy in any Client Materials or information specified or supplied by the Client; any loss, damage, cost or expense arising there from shall be for the sole account of the Client.

5.10 Nothing in this Agreement shall limit a Party's liability for fraud, fraudulent misrepresentation or deceit.

6. Forecasts and Recommendations / Third Party Services

6.1 Statements made by CW relating to the Services, and all recommendations, opinions surveys and forecasts (together "Forecasts") in the Agreement, or any report, presentation or other communication are made in good faith on the basis of information available at the time and such Forecasts are addressed only to the Client. Whilst CW will use reasonable skill and care in the preparation of such Forecasts, neither CW nor any consultant employed or engaged by CW shall have any liability in relation to losses or damage incurred as a result of or in relation to the Client's reliance on such opinions or recommendations and Client acknowledges that such liability is a business risk of the Client.

6.2 Implementation of the results of the Services and the Client's completion of any project of which the Services form part may require the involvement or supervision of or giving advice to third parties engaged by the Client. CW strongly recommends that the Client obtain independent advice before entering into any legally binding commitment with any such third parties.

6.3 CW may, during its performance of the Services, make statements about or recommendations of third-party products, software, equipment or services. CW gives no warranty in relation to such products, software, equipment or services, and the Client shall rely solely on the warranties and remedies provided by any such third party with whom it may contract.

7. Termination

7.1 After completion of the minimum contract period, this contract will continue in force for a period of not less than 12 months and will automatically continue for further periods of twelve calendar months unless either party has given the other not less than 3 calendar months written notice of termination.

7.2 Upon termination under clause 8.1, the Client shall pay CW all sums due in respect of the Services provided and expenses incurred prior to termination.

7.3 Either Party may terminate the Agreement forthwith by written notice if the other Party commits an act of bankruptcy or goes into liquidation or is put into liquidation (other than for a proper commercial purpose and whilst solvent) or a receiver is appointed or an administration order is made in respect of it.

7.4 Either Party may terminate the Agreement forthwith by written notice if the other Party commits a material breach of the Agreement and has failed to remedy the breach within 45 days of receipt of a written notice from the other Party identifying that the breach has occurred.

7.5 Termination shall not affect any accrued rights or liabilities arising out of the Agreement.

8. Non-Solicitation

The Client shall not, either during the provision of the Services or for a period of six months from completion, employ or offer employment to any member of CW's employees. This shall not prevent the Client from employing or offering employment to a member of CW's project team who responds to an advertisement in the media.

9. Third Party Rights

No person or entity other than the Client shall have any rights to enforce any of the terms of the Agreement against CW.

10. Assignment

Neither Party shall assign the Agreement without the other Party's prior written consent (not to be unreasonably withheld or delayed).

11. Publicity

11.1 The Client agrees that CW may:

11.1 refer to the Client on its client lists and refer to the nature of the Services contracted for provided that the Client is not identified.

11.2 Neither Party shall make any statement about the Services to the press or the public without the other Party's written consent.

12. Waiver

No failure, delay or indulgence by either Party in exercising any power or right under the Agreement shall operate as a waiver of that power or right.

13. Notices

13.1 Where the Client is required to give notice in writing to CW, the notice must be addressed to the individual who signed the Agreement at the address set out in the Agreement with a copy to the Managing Director at the then current registered office address of CW.

13.2 Where CW is required to give notice in writing to the Client, the notice will be addressed to the person who signed the Agreement (or that person's successor) at the address stated in the Agreement (or current place of business if CW knows this to be different).

13.3 All notices in writing must be sent by post or delivered by hand to the addressee.

13.4 In the absence of evidence of earlier delivery:

13.4.1 a notice sent by post will be deemed to have been served two business days after posting;

13.4.2 a notice delivered by hand will be deemed received on delivery.

14. Force Majeure

Neither CW nor the Client will be liable for any failure to perform their obligations, or delay in the performance of their obligations, if the failure or delay is due to causes outside their reasonable control. Neither CW or the client will be held responsible for a third party's fraudulent or criminal act.

15. Severability

If any provision or part of a provision of the Agreement is held to be invalid, illegal or unenforceable that part shall be severed and the remaining provisions shall continue to be valid and enforceable as if the Agreement had been executed with the invalid provision omitted.

16. Entire Agreement

This Agreement constitutes the entire and only agreement in relation to the Services and deliverables and supersedes all prior agreements, representations, understandings or discussions. Any terms or conditions which the Client purports to apply under any purchase order, confirmation of order, specification or other document do not form part of this Agreement. The Client acknowledges that any agreement, representation, understanding or discussion it wishes to rely upon has been recorded in the Agreement and that no reliance has been placed upon any agreement, representation, understanding or discussion that has not been embodied in this Agreement.

17. Applicable Law & Jurisdiction

The Agreement shall be governed by and construed in accordance with the laws of England and Wales and any dispute arising out of or in connection with the Agreement will be subject to the exclusive jurisdiction of the English Courts.

Contract for Information and Evidence Gathering Services

NEW BRADWELL PARISH COUNCIL accepts the contract for a period of 36 months.

Starting from	Service will commence on 1st Day of deployment.
Concluding	**12 months from first day of deployment**
Price	£8,100 + VAT per annum for a 1 year period/ Per resource (1 resource required) Total: £8,100 + VAT Per Annum As of August 2024 the cost is £125 per install and £100 per take down which is the charge from Ringway.

Signed on behalf of NEW BRADWELL PARISH COUNCIL by

Name (PRINT) **Germaine Newnham**

(SIGNATURE) _____

Position **Parish Manager**

Address
New Bradwell Community Centre
Church Street
Milton Keynes
MK13 0DA

Date _____

CONTRACTOR NAME - Crimewave Ltd

Name (PRINT) Luke Denton

(SIGNATURE) _____

Position

Address Hales Folly Farm
Hartwell Road
Hanslope
Milton Keynes
MK19 7BX

Date

CSAS is a voluntary scheme under which chief constables can accredit employed people working in roles contributing to maintaining and improving community safety with limited but targeted powers.

The scheme creates a framework for public and private bodies to work in partnership with the police, providing additional uniformed presence in communities and capitalising on the skills and information captured by those already engaged with the community.

All schemes are managed, monitored and assessed at a local level by the responsible police force. Main benefits:

- increasing uniformed presence on the streets (CSAS accredited persons wear the uniform of their employing organisation, with an identification badge endorsed by the local police force [*badge provided by the Home Office*]);
- reductions in local issues such as street drinking, begging and dog fouling;
- saving valuable police time in community safety;
- promoting greater business involvement with the police, and allowing the police to influence the training of businesses;
- promoting partnership working and the 2-way exchange of information and intelligence between agencies

Powers (partner agencies can pick and choose which powers they require and our training will be tailored to those powers with the additional obligatory national CSAS training requirements):

1. Power to require the name and address for anti-social behaviour
2. Power to deal with begging
3. Power to require name and address for road traffic offences
4. Power to require persons drinking in designated places to surrender alcohol
5. Power to require persons aged under 18 to surrender alcohol
6. Power to seize tobacco from a person aged under 16
7. Power to remove abandoned vehicles
8. Power to stop vehicles for testing
9. Power to stop cycles
10. Power to control traffic for purposes other than escorting a load of exceptional dimensions
11. Power to photograph persons away from a police station
12. Power to issue FPNs for:
    a. Disorder including:
        i. Wasting police time
        ii. Using public electronic communications network to cause annoyance, inconvenience or needless anxiety to another
        iii. Knowingly gives or causes to be given a false alarm of fire to a person acting on behalf of a fire and rescue authority
        iv. Behaviour likely to cause harassment, alarm or distress
        v. Throwing fireworks
        vi. Sells or attempts to sell alcohol to a person who is drunk
        vii. Supply of alcohol by or on behalf of a club to a person aged under 18
        viii. Buys or attempts to buy alcohol on behalf of a person under 18
        ix. Buys or attempts to buy alcohol for consumption on relevant premises by a person under 18
        x. Delivery of alcohol to person under 18 or allowing such delivery
        xi. Breach of fireworks curfew
        xii. Possession of a category 4 firework

xiii. Possession by a person under 18 of an adult firework
xiv. Trespassing on a railway
xv. Throwing stones at a train
xvi. Consume alcohol in a designated public place
xvii. Consumption of alcohol by a person under 18 on relevant premises
xviii. Allowing consumption of alcohol by a person under 18 on relevant premises
xix. Buying or attempting to buy alcohol by a person under 18

b. Truancy
c. Excluded pupil in public place
d. Cycling on a footpath
e. Dog fouling
f. Graffiti and fly posting
g. Littering
h. Offences under dog control orders
i. Offences against certain bye laws

TVP CSAS Coordinator and Trainer: C2268 Alyson Moore

National lead: ACC Jenny Gilmer, SW Police

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00359
Date: 02/3/2026
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	2nd February 2026	5hrs	@ £17.50 = £87.50
Week beginning	9th February 2026	4hrs	@ £17.50 = £70.
Week beginning	16th February 2026	5hrs	@ £17.50 = £87.50
Week beginning	23rd February 2026	5hrs	@ £17.50 = £87.50

Total costs £332.50

Payment details
Natwest Bank
Account number: 85655996
Sort code: 60-04-09

Notice of Hourly Rate Increase

Dear Germaine,
Please be advised that, effective from the 6th April 2026, D & L Environmental will be increasing our hourly rate from £17.50 to £18.50 per hour.
As always, we remain committed to providing a high-quality service and appreciate your continued support and business.
If you have any questions regarding this change, please do not hesitate to contact me.

Yours sincerely,
David Barnes
D & L Environmental

New Bradwell Parish Council

DOOR LOCK QUOTES

Supplier has provided the following quotation:

DESCRIPTION	COST	VAT AMOUNT
Door leading to storage area from Main Hall 1 X 8" Padbolt in black 1 X Squire CP40 40mm combination padlock	 £12.00 £24.00	 £0 £0
Additional kitchen door lock **OPTION 1: 1 x Codelock 14 button digital door lock** *Recommended for light to medium use.* **OPTION 2: 1 x Lockey 14 button heavy duty digital door lock** *Recommended as being reliable and well-made*	 £105.00 £163.00	 £0 £0
Charge to install padbolt, padlock, and digital door lock	£90.00	£0
TOTAL WITH KITCHEN LOCK OPTION 1:	£231.00	N/A
TOTAL WITH KITCHEN LOCK OPTION 2:	£289.00	N/A

Based upon the approximate usage of the community centre's kitchen, it's the Clerk's recommendation that **OPTION 1: 1 x Codelock 14 button digital door lock** be installed on the kitchen door as the most viable and cost-effective option.

The padbolt and combination padlock is required on the door leading to the storage area from the Main Hall to prevent unauthorized person(s) from accessing the storage cupboards currently in use by regular hirers.

FOOTBALL SESSIONS
Summer Holidays 2026

Supplier has confirmed they can accommodate free football sessions over the school summer holidays from W/C 20th July 2026. They also asked if NBPC would like the program to be like that in 2025.

Kick Off Academy Quote: Provision of 2 coaches at £40/hour. (£80 for 2 hours).

2026 School Summer Term End Date
New Bradwell School: End of afternoon on Friday 17th July 2026
The Radcliffe School: End of afternoon on Friday 17th July 2026
Stantonbury School: End of afternoon on Friday 17th July 2026.

FOOTBALL SESSIONS ATTENDANCE 2025					
JULY 2025 SESSIONS	**No. ATTENDED**	**AUGUST 2025 SESSIONS**	**No. ATTENDED**	**AUGUST 2025 SESSIONS**	**No. ATTENDED**
TUE 22nd 1PM – 2PM 2PM – 3PM	 1 across both.	**TUE 5th** 1PM – 2PM 2PM – 3PM	 4 12	**TUE 19th** 1PM – 2PM 2PM – 3PM	 2 1
THUR 24th 12PM – 1PM 1PM – 2PM	 6 12	**THUR 7th** 12PM – 1PM 1PM – 2PM	 4 6	**THUR 21st** 12PM – 1PM 1PM – 2PM	 0 0
TUE 29th 1PM – 2PM 2PM – 3PM	 1 13	**TUE 12th** 1PM – 2PM 2PM – 3PM	 1 0	**TUE 26th** 1PM – 2PM 2PM – 3PM	 0 0
THUE 31st 12PM – 1PM 1PM – 2PM	 0 2	**THUR 14th** 12PM – 1PM 1PM – 2PM	 6 0	**THUR 28th** 12PM – 1PM 1PM – 2PM	 4 0

PROPOSED DATES

OPTION 1: Mirror 2025	
TUESDAYS 1-2pm: 5-9 years 2pm-3pm: 10+	**THURSDAYS** 12pm-1pm: 5-9 years 1pm - 2pm: 10+ years
21st July	**23rd July**
28th July	**30th July**
4th August	**6th August**
11th August	**13th August**
18th August	**20th August**
25th August	**27th August**
TOTAL SESSIONS	**12**
COST PER SESSION	**£80**
COST OVERALL	**£960**

OPTION 2: Adjustment based on 2025 attendance	
TUESDAYS 1-2pm: 5-9 years 2pm-3pm: 10+	**THURSDAYS** 12pm-1pm: 5-9 years 1pm - 2pm: 10+ years
21st July	**23rd July**
28th July	**30th July**
4th August	**6th August**
11th August	**13th August**
TOTAL SESSIONS	**8**
COST PER SESSION	**£80**
COST OVERALL	**£640**

Gallagher

Insurance | Risk Management | Consulting

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St. James Street
New Bradwell
Milton Keynes
MK13 0BL

Pro-Forma Invoice

Client Ref:	1510803
Policy Ref:	163981790
Invoice Date:	26 February 2026

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	1,094.05	1,275.33
	Contract No.: 8187891	Insurance Premium Tax	131.28	
	Term: 13/03/26 - 12/03/27	Total Fees	50.00	
	TOTAL			**1,275.33**

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .
Payments by **direct bank transfer** should be made to the following account, using reference - 1510803.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
t: 01483 462 860 w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

Gallagher

Insurance | Risk Management | Consulting

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New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St. James Street
New Bradwell
Milton Keynes
MK13 0BL

Pro-Forma Invoice

Client Ref:	1510803
Policy Ref:	163981790
Invoice Date:	19 February 2026

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	1,094.05	1,275.33
	Contract No.: 8187891	Insurance Premium Tax	131.28	
	Term: 13/03/26 - 12/03/27	Total Fees	50.00	
	TOTAL			**1,275.33**

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Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

INVOICE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street, New Bradwell
New Bradwell
Milton Keynes
MK13 0BL
UNITED KINGDOM

Invoice Date
1 Mar 2026

Invoice Number
INV-22668

Reference
Proposal #HAS2133

VAT Number
284665071

Hippey Accountancy Services Limited
13 Swanwick Walk
Broughton
Milton Keynes
MK10 9LJ

Description	Amount GBP
Payroll: Variable Salary Employees	32.25
Paying Staff Salaries & Expenses	15.00
Subtotal	47.25
TOTAL VAT 20%	9.45
TOTAL GBP	**56.70**

Due Date: 8 Mar 2026
Payment by BACs Welcome :-
Sort Code 40-33-33
Account No. 52617846
Please use your Company Name and Invoice number as reference

Thank you for your business

View and pay online now

Marcus Young Environmental Services Ltd
2 Willow Grove, Old Stratford
Milton Keynes
Northamptonshire
MK19 6AZ
sarah@marcusyounglandscapes.co.uk
www.marcusyounglandscapes.co.uk
VAT Registration No.: 650673044

VAT Invoice

INVOICE TO
New Bradwell Parish Council
Germaine Newnham
Parish Clerk
New Bradwell Parish Council
Unit 10, New Bradwell
Workspace
St James Street
MK13 0BL

INVOICE NO. 4736
DATE 19/02/2026
DUE DATE 21/03/2026
TERMS Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
DWB Emptying Weekly empty of 12 DWB's from 01/04/2025 to 31/03/2026 @ £3.40 per bin per empty	52	40.80	20.0% S	2,121.60
DWB Emptying Second empties of 7 DWB's @ £3.40 per empty from 01/04/2025 to 31/03/2026	52	23.80	20.0% S	1,237.60

BACS Details
Lloyds Bank Plc
30-15-53
01913005

SUBTOTAL	3,359.20
VAT TOTAL	671.84
TOTAL	4,031.04
BALANCE DUE	**£4,031.04**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	671.84	3,359.20

MANKO CLEANING SERVICES

5 Milburn avenue,Oldbrook
MK6 2NL
MILTON KEYNES
Phone: 07500946734

INVOICE

Invoice #: MAN03

Invoice Date: 26/2/26

Bill To: New Bradwell Parish Cour
FAO: Germaine Newnham

Item #	Description	Hour	Rate	Amount
	Cleaning service	12	£ 20	£240.0
			TOTAL	£ 240.0

BANK TRANSFER.
BANK: NATIONWIDE.
SHORT CODE : 07-02-46. ACCOUNT No. 43872497
PAYMENT TERM: IMMEDIATE

Thank you for business with us..

MODEL IT POLICY

For Town and Parish Councils

Incorporating Assertion 10 Requirements

Practitioners' Guide 2025

New Bradwell Parish Council

Adopted: 2nd March 2026

Review Date: March 2027

1. INTRODUCTION AND PURPOSE

1.1 PURPOSE

This policy sets out the principles, procedures, and expectations for the use, management, and protection of information technology (IT) systems and data within NEW BRADWELL PARISH COUNCIL.

The policy is designed to ensure compliance with Assertion 10 of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) and paragraph 1.54 of the Practitioners' Guide 2025, which states:

"All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone — clerks, members and other staff — should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment."

1.2 SCOPE

This policy applies to:

- All councillors (members)
- The Clerk and any employees
- Contractors and volunteers
- Any third parties acting on behalf of the Council

The policy covers the use of:

- Council-owned IT equipment (computers, laptops, tablets, smartphones, printers)
- Personal devices used to access council data or systems (BYOD)
- Council-provided email accounts and communication services
- Internet access and online services
- Council website and social media accounts
- Software applications and cloud services
- Data storage systems and backups

1.3 DEFINITIONS

Users:

Councillors, employees, volunteers, contractors, and third parties acting on behalf of the Council.

Data:

Digitally stored information including documents, images, personal information, financial records, and correspondence.

IT Equipment/Hardware:

Includes but is not limited to computers, laptops, tablets, smartphones, printers, scanners, network equipment, and storage devices.

Software:

Operating systems, applications, email services, cloud platforms, and any digital tools used for Council business.

Personal Device (BYOD):

Any privately-owned device used to access Council data or conduct Council business.

2. IT SYSTEMS MANAGEMENT

2.1 COUNCIL-OWNED EQUIPMENT

All IT equipment and systems provided by the Council remain the property of the Council and shall be recorded on the asset register.

- Equipment must be used primarily for Council business.
- All devices must have up-to-date operating systems and security software installed.
- Anti-virus and anti-malware software must be installed and kept current on all devices.
- Automatic updates should be enabled where possible.
- Equipment must not be modified, upgraded, or have unauthorised software installed without approval from the Clerk.
- At the end of any period of office, employment, or engagement with the Council, all equipment must be returned to the Clerk in full working condition within 14 days.

2.2 SOFTWARE AND LICENSING

- All software installed on Council devices must be legally licensed.
- Only software approved by the Clerk may be installed on Council equipment.
- Unlicensed or pirated software is strictly prohibited.
- Software licences should be recorded and reviewed annually.

2.3 BACKUPS AND DATA RECOVERY

- Regular backups of all critical council data should be performed at least weekly.
- Backup copies must be stored securely, preferably in a separate location or using an encrypted cloud service.
- The Clerk shall ensure backup procedures are documented and tested periodically.
- A recovery plan should be in place to restore data in the event of loss or system failure.

2.4 ASSET MANAGEMENT

- An annual risk assessment should be undertaken regarding use and security of Council IT hardware, software, and stored data.

- A review of the Council's IT requirements should be conducted at least every four years, when council elections take place, or within three months of new staff starting.
- The Council maintains insurance on IT equipment; any loss or damage should be reported immediately to the Clerk.

3. USE OF PERSONAL DEVICES (BYOD)

3.1 PRINCIPLES

The Council recognises that councillors and staff may use their own personal devices to access Council data or conduct Council business. However, this introduces additional risks that must be managed.

The ICO has identified the use of personal devices and email addresses as one of the top data protection challenges for parish councils.

3.2 REQUIREMENTS FOR PERSONAL DEVICE USE

Where users access Council systems or data on personal devices, they must:

- Ensure the device is password/PIN protected or uses biometric authentication
- Keep the device's operating system and apps updated
- Have up-to-date anti-virus/security software installed
- Not allow other household members or third parties to access Council data
- Ensure Council data is not stored on the device longer than necessary
- Use only secure, encrypted connections when accessing Council data remotely
- Report immediately to the Clerk if the device is lost, stolen, or compromised
- Agree to remote wipe of Council data if the device is lost or stolen (where technically feasible)

3.3 LIMITATIONS

- Sensitive or confidential Council data should not be stored on personal devices unless necessary and only with appropriate encryption.
- Personal email accounts must not be used for Council business correspondence (see Section 4).
- The Council is not responsible for the maintenance, repair, or replacement of personal devices.

4. EMAIL AND COMMUNICATIONS

4.1 COUNCIL EMAIL ACCOUNTS

Official council email addresses (e.g., clerk@[council].gov.uk) must be used for all Council correspondence.

- An email address will be provided to all councillors and employees for official use.

- Personal email addresses (e.g., Gmail, Hotmail, Yahoo) must not be used for Council business.
- Council emails must not be forwarded to personal email accounts.
- Email accounts remain the property of the Council and may be accessed by authorised personnel.

4.2 EMAIL SECURITY

- Be vigilant for phishing emails and never click on suspicious links or attachments.
- Never share passwords or respond to requests for credentials via email.
- Report any suspicious emails to the Clerk immediately.
- Use strong, unique passwords for email accounts (see Section 6).
- Two-factor authentication must be enabled where available.

4.3 EMAIL RETENTION

- Emails should be retained in accordance with the Council's Document Retention Policy.
- Emails relating to Council business may be subject to disclosure under the Freedom of Information Act 2000 or Data Protection legislation.
- Regularly review and delete unnecessary emails to maintain security and compliance.

4.4 PROFESSIONAL STANDARDS

- All email communications must be professional, respectful, and appropriate.
- Council emails must not be used for personal purposes.
- Confidential information must be handled appropriately and marked clearly.

5. INTERNET AND ACCEPTABLE USE

5.1 INTERNET USE

- Council internet access is provided for official Council purposes.
- Limited personal use may be permitted provided it does not interfere with work duties or compromise security.
- Accessing illegal, inappropriate, or offensive content is strictly prohibited.
- Downloading or streaming non-work content that consumes excessive bandwidth is not permitted.
- Installing software from the internet without authorisation is prohibited.

5.2 PROHIBITED ACTIVITIES

Users must not:

- Access or distribute illegal, obscene, or offensive material
- Use Council IT for personal commercial activities
- Engage in any activity that could bring the Council into disrepute
- Attempt to circumvent security controls or access restricted systems
- Download or install pirated software, music, videos, or other copyrighted material

- Use Council systems for gambling or illegal activities
- Introduce malware, viruses, or other malicious code

5.3 NETWORK SECURITY

- Avoid using unsecured public Wi-Fi networks to access Council data.
- If remote working is necessary, use a secure VPN connection where available.
- Do not connect unknown USB devices or external storage to Council equipment.

6. PASSWORD AND ACCESS SECURITY

6.1 PASSWORD REQUIREMENTS

Strong passwords are essential for protecting Council systems and data.

- Passwords should be at least 12 characters long (ideally 20+ for sensitive systems).
- Use a combination of uppercase and lowercase letters, numbers, and special characters.
- Alternatively, use a passphrase of four or more random words joined with non-alphanumeric characters.
- Never use easily guessed information (names, birthdays, common words).
- Never reuse passwords across different systems or between personal and Council accounts.
- Never share passwords with anyone.
- Never write down passwords in visible locations.
- Change passwords immediately if a breach is suspected.

6.2 TWO-FACTOR AUTHENTICATION (2FA)

- Two-factor authentication must be enabled on all Council accounts where available.
- Preferred methods: authentication apps or hardware security keys.
- SMS-based 2FA is acceptable but less secure.

6.3 ACCESS CONTROL

- Access to Council systems and data is restricted to authorised users only.
- User accounts must be reviewed periodically and removed when no longer required.
- Users must not share login credentials or allow others to use their accounts.
- Devices must be locked when unattended (auto-lock should be enabled).
- Generic or shared accounts should be avoided where possible.

7. DATA PROTECTION AND CONFIDENTIALITY

7.1 LEGAL REQUIREMENTS

All personal and sensitive data must be handled in accordance with:

- UK General Data Protection Regulation (UK GDPR)

- Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

7.2 DATA HANDLING

- Personal data should only be accessed by those who require it for their work.
- Data must be stored securely with appropriate access controls.
- Personal data must not be stored longer than necessary (see Retention Policy).
- Electronic records must be protected from unauthorised access, disclosure, alteration, and destruction.
- Sensitive data must not be stored unencrypted on USB sticks, personal laptops, or unapproved cloud services.

7.3 DATA TRANSFER

- Personal data should only be shared where there is a lawful basis to do so.
- When emailing sensitive information, consider using encryption or password-protected attachments.
- Do not use unapproved file-sharing services for Council data.

7.4 SUBJECT ACCESS REQUESTS AND FOI

Users should be aware that any Council correspondence, including emails (even on personal accounts if used for Council business), may be subject to disclosure under data protection or freedom of information legislation.

8. SOCIAL MEDIA

8.1 OFFICIAL COUNCIL SOCIAL MEDIA

- Only designated personnel may post on official Council social media accounts.
- All posts should be professional, accurate, and reflect the Council's position.
- Content should be reviewed for accuracy before posting.
- Comments and messages should be monitored and responded to appropriately.
- The Clerk should approve the creation of any new social media accounts.

8.2 PERSONAL USE OF SOCIAL MEDIA

- When using social media in a personal capacity, users must make it clear they are not representing the Council.
- Users must follow the Council's Code of Conduct when discussing Council matters online.
- Confidential Council information must never be shared on social media.
- Users should be mindful that personal posts could reflect on the Council.

9. WEBSITE MANAGEMENT

The Council website must:

- Be kept accurate and up-to-date with current information
- Meet WCAG 2.2 AA accessibility standards
- Publish all documents required by the Transparency Code
- Include appropriate privacy notices and cookie policies
- Be regularly reviewed for security vulnerabilities
- Be hosted on a secure, reputable platform
- Have regular backups maintained

10. ARTIFICIAL INTELLIGENCE (AI)

10.1 PRINCIPLES FOR AI USE

The Council recognises that AI tools (such as ChatGPT, Microsoft Copilot, and similar) may offer productivity benefits but also present risks that must be managed.

- AI may be used as a productivity tool to assist with drafting, research, and administrative tasks.
- AI output must always be reviewed by a human for accuracy before use.
- Users must understand that AI can generate inaccurate or biased information.

10.2 DATA PROTECTION AND AI

- Personal, confidential, or sensitive Council data must not be entered into public AI tools (e.g., free versions of ChatGPT).
- Any use of AI that processes personal data will require a Data Protection Impact Assessment.
- Users must check the data handling and privacy policies of any AI tool before use.

10.3 TRANSPARENCY

- Documents substantially created using AI should be disclosed as such.
- AI-generated content should not be presented as original human work without review and editing.

10.4 COPYRIGHT AND ACCURACY

- AI must not be used to generate content that infringes intellectual property rights.
- AI output should be fact-checked and verified before reliance or publication.
- Users remain responsible for any content they produce, regardless of AI assistance.

11. INCIDENT REPORTING AND BREACH RESPONSE

11.1 REPORTING REQUIREMENTS

Any incidents that may compromise Council data or systems must be reported to the Clerk immediately. This includes:

- Lost or stolen devices (Council-owned or personal devices with Council data)
- Suspected data breaches or unauthorised access
- Phishing attempts or suspicious communications
- Shared or compromised passwords
- Malware or virus infections
- Any suspicious activity on Council systems

11.2 BREACH RESPONSE

- All incidents will be logged and investigated.
- Personal data breaches must be assessed against GDPR notification requirements (report to ICO within 72 hours if required).
- Affected individuals will be notified where necessary.
- Remedial actions will be taken to prevent recurrence.

11.3 CRIMINAL ACTIVITY

Any criminal damage, theft, or suspected criminal activity will be reported to the Police.

12. MONITORING AND COMPLIANCE

12.1 MONITORING

The Council reserves the right to monitor the use of its IT resources to ensure compliance with this policy and legal requirements. This may include:

- Reviewing email and internet usage logs
- Auditing access to systems and data
- Monitoring for security threats

Monitoring will be conducted in accordance with data protection legislation and any applicable employment law requirements.

12.2 COMPLIANCE

All users are required to comply with this policy. Breach of this policy may result in:

- Suspension of IT privileges
- Disciplinary action (for employees)
- Referral to external authorities where appropriate
- Potential legal action in serious cases

13. TRAINING AND AWARENESS

- All users will be made aware of this policy and their responsibilities.
- Training on IT security, data protection, and phishing awareness will be provided as appropriate.
- New councillors and employees will receive IT induction training.
- Refresher training will be provided annually or when significant changes occur.

14. REVIEW AND UPDATES

- This policy will be reviewed annually, or sooner if required by changes in legislation, Council operations, technology, or best practice guidance.
- Updates will be communicated to all relevant parties.
- The Clerk is responsible for maintaining this policy and ensuring it remains current.

15. RESPONSIBILITIES

THE CLERK (OR DESIGNATED IT OFFICER):

- Implementing and overseeing this policy
- Managing IT assets and maintaining the asset register
- Ensuring backups are performed and tested
- Managing user accounts and access
- Responding to IT incidents and breaches
- Arranging training and awareness activities
- Keeping this policy under review

ALL USERS:

- Adhering to this policy at all times
- Protecting Council data and IT resources
- Using strong passwords and security measures
- Reporting incidents and concerns promptly
- Completing required training
- Seeking guidance if uncertain about any aspect of this policy

16. RELATED POLICIES

This policy should be read in conjunction with:

- Data Protection Policy
- Document Retention and Disposal Policy
- Privacy Notice
- Social Media Policy (if separate)
- Code of Conduct
- Standing Orders and Financial Regulations
- Risk Management Policy

POLICY APPROVAL

Adopted by: NEW BRADWELL PARISH COUNCIL

Meeting date: 2ND March 2026

Minute reference: [Reference]

Next review date: March 2027

Signed: _____

Chair of Council

Signed: *G.Newnham*

Clerk to the Council

VERSION CONTROL

Version	Date	Description	Author
1.0	02/03/2026	Policy adopted by Full Council	G.Newnham, Clerk

Account Transactions

New Bradwell Parish Council

For the period 1 February 2026 to 28 February 202

Date	Source
New Bradwell Parish Council	
Opening Balance	
02 Feb 2026	Spend Money
02 Feb 2026	Spend Money
02 Feb 2026	Receivable Payment
03 Feb 2026	Spend Money
03 Feb 2026	Spend Money
03 Feb 2026	Receivable Payment
03 Feb 2026	Receivable Payment
04 Feb 2026	Receivable Payment
04 Feb 2026	Receivable Payment
04 Feb 2026	Receivable Payment
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Payable Payment
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
04 Feb 2026	Spend Money
05 Feb 2026	Spend Money
05 Feb 2026	Receivable Payment
06 Feb 2026	Receivable Payment
09 Feb 2026	Spend Money
09 Feb 2026	Spend Money
09 Feb 2026	Receivable Payment
09 Feb 2026	Receivable Payment
10 Feb 2026	Spend Money
10 Feb 2026	Receivable Payment
11 Feb 2026	Spend Money
11 Feb 2026	Receivable Payment
11 Feb 2026	Receivable Payment
11 Feb 2026	Receivable Payment
11 Feb 2026	Receivable Payment
12 Feb 2026	Spend Money
12 Feb 2026	Receivable Payment
12 Feb 2026	Spend Money
16 Feb 2026	Spend Money
16 Feb 2026	Receivable Payment
17 Feb 2026	Spend Money
17 Feb 2026	Spend Money
17 Feb 2026	Receivable Payment
17 Feb 2026	Receivable Payment
20 Feb 2026	Spend Money
20 Feb 2026	Spend Money
20 Feb 2026	Receivable Payment
20 Feb 2026	Receivable Payment
20 Feb 2026	Payable Payment
20 Feb 2026	Payable Payment
20 Feb 2026	Receivable Payment
23 Feb 2026	Spend Money
23 Feb 2026	Spend Money
23 Feb 2026	Spend Money
23 Feb 2026	Spend Money
23 Feb 2026	Receivable Payment
23 Feb 2026	Receivable Payment
23 Feb 2026	Payable Payment

23 Feb 2026	Receivable Payment
23 Feb 2026	Receivable Payment
23 Feb 2026	Receivable Payment
24 Feb 2026	Spend Money
24 Feb 2026	Spend Money
24 Feb 2026	Spend Money
24 Feb 2026	Spend Money
24 Feb 2026	Receivable Payment
24 Feb 2026	Spend Money
24 Feb 2026	Receivable Payment
24 Feb 2026	Receivable Payment
25 Feb 2026	Spend Money
25 Feb 2026	Receivable Payment
26 Feb 2026	Spend Money
26 Feb 2026	Receivable Payment
27 Feb 2026	Spend Money
27 Feb 2026	Receivable Payment
27 Feb 2026	Receivable Payment
28 Feb 2026	Spend Money
28 Feb 2026	Spend Money
Total New Bradwell Parish Council	
Closing Balance	

Total

6

Description
Milton Keynes Council
GovUK Pay Fees
Payment
New Bradwell Workspace
GovUK Pay Fees
Payment
Payment
Payment
Payment
Payment: 1st New Bradwell Brownies
D&L Environment
Lamps and Tubes Illuminations Ltd
I-Print
SLCC
GovUK Pay Fees
Payment
02 FEB 26 TOILETS+ NORFOLK GBR 02 FEB 26 TOILETS+ NORFOLK
Manko Cleaning
Balc
Payment
02 FEB 26 CAPITAL RESOLVE LIMITE EVESHAM GBR 02 FEB 26 CAPITAL RESOLVE LIMITE EVESHAM
GovUK Pay Fees
Payment
Payment
Hippey Accountancy Services
GovUK Pay Fees
Payment: MK Archery
Payment: MK Archery
07 FEB 26 MICROSOFT PAYMENTS 50122140607 READING GBR 07 FEB 26 MICROSOFT PAYMENTS 50122140607 R
Payment
GovUK Pay Fees
Payment: Rapskallian Morris
Payment: Concrete Circus
Payment: Concrete Circus
Payment: Concrete Circus
GovUK Pay Fees
Payment: 1st New Bradwell Rainbows
Xero (UK) Ltd
GovUK Pay Fees
Yoga
13 FEB 26 SMARTY CO UK 50121042799 MAIDENHEAD GBR 13 FEB 26 SMARTY CO UK 50121042799 MAIDENHEAD
GovUK Pay Fees
Payment
Payment:
Anglian Water Buisness
GovUK Pay Fees
Payment: Stepping stones
Payment:
Payment:
Payment:
Payment:
BT
Hippey Accountancy Services
Scottish Power
GovUK Pay Fees
Payment:
Payment:
Payment: CNWL NHS - CAMHS

Payment: BCB Consulting Solutions Ltd
Payment:
Payment:
GovUK Pay Fees
EDF ENERGY 21809
21 FEB 26 MICROSOFT-G142131119 50122140607 MSBILL.INFO GBR 21 FEB 26 MICROSOFT-G142131119 50122140
Plot DH75
Payment
EDF ENERGY 21809
Payment
Payment: Hwicce Dark Age Reenactment Warband
GovUK Pay Fees
Payment: 1st New Bradwell Guides
GovUK Pay Fees
Payment
GovUK Pay Fees
Payment: ((BOUNCE))
Payment:
Metrobank
Metrobank

Reference	Debit	Credit	Running Balance	Gross	VAT
	40,397.45	**0.00**	**40,397.45**	**0.00**	**0.00**
	0.00	409.00	39,988.45	(409.00)	0.00
	0.00	0.45	39,988.00	(0.45)	0.00
INV-11228	100.00	0.00	40,088.00	100.00	0.00
	0.00	185.90	39,902.10	(185.90)	0.00
	0.00	1.32	39,900.78	(1.32)	0.00
INV-11225	82.00	0.00	39,982.78	82.00	0.00
INV-11230	100.00	0.00	40,082.78	100.00	0.00
INV/012	37.80	0.00	40,120.58	37.80	0.00
INV-11236	100.00	0.00	40,220.58	100.00	0.00
INV-11202	75.00	0.00	40,295.58	75.00	0.00
	0.00	350.00	39,945.58	(350.00)	0.00
	0.00	2,139.54	37,806.04	(2,139.54)	0.00
	0.00	930.00	36,876.04	(930.00)	0.00
	0.00	716.00	36,160.04	(716.00)	0.00
	0.00	1.45	36,158.59	(1.45)	0.00
INV-11197	0.00	100.00	36,058.59	(100.00)	0.00
Card Transaction	0.00	118.56	35,940.03	(118.56)	0.00
	0.00	300.00	35,640.03	(300.00)	0.00
	0.00	27.00	35,613.03	(27.00)	0.00
	0.00	89.82	35,523.21	(89.82)	0.00
Card Transaction	0.00	194.57	35,328.64	(194.57)	0.00
	0.00	2.62	35,326.02	(2.62)	0.00
INV-11239	262.00	0.00	35,588.02	262.00	0.00
INV-11241	162.00	0.00	35,750.02	162.00	0.00
	0.00	56.70	35,693.32	(56.70)	0.00
	0.00	1.13	35,692.19	(1.13)	0.00
INV-11245	47.00	0.00	35,739.19	47.00	0.00
INV-11246	208.00	0.00	35,947.19	208.00	0.00
Card Transaction	0.00	26.04	35,921.15	(26.04)	0.00
INV-004	36.75	0.00	35,957.90	36.75	0.00
	0.00	1.85	35,956.05	(1.85)	0.00
INV-11251	32.00	0.00	35,988.05	32.00	0.00
INV-11203	68.00	0.00	36,056.05	68.00	0.00
INV-11247	47.00	0.00	36,103.05	47.00	0.00
INV-11175	33.00	0.00	36,136.05	33.00	0.00
	0.00	0.27	36,135.78	(0.27)	0.00
INV-11250	50.00	0.00	36,185.78	50.00	0.00
	0.00	45.60	36,140.18	(45.60)	0.00
	0.00	0.40	36,139.78	(0.40)	0.00
INV-11252	84.00	0.00	36,223.78	84.00	0.00
Card Transaction	0.00	8.00	36,215.78	(8.00)	0.00
	0.00	7.79	36,207.99	(7.79)	0.00
INV-11242	247.00	0.00	36,454.99	247.00	0.00
INV-11253	100.00	0.00	36,554.99	100.00	0.00
Direct Debit	0.00	64.00	36,490.99	(64.00)	0.00
	0.00	1.63	36,489.36	(1.63)	0.00
INV-11258	85.00	0.00	36,574.36	85.00	0.00
INV-11255	100.00	0.00	36,674.36	100.00	0.00
INV-11211	0.00	100.00	36,574.36	(100.00)	0.00
INV-11224	0.00	100.00	36,474.36	(100.00)	0.00
INV-11231	34.00	0.00	36,508.36	34.00	0.00
	0.00	66.14	36,442.22	(66.14)	0.00
	0.00	4,500.00	31,942.22	(4,500.00)	0.00
	0.00	1,709.42	30,232.80	(1,709.42)	0.00
	0.00	6.03	30,226.77	(6.03)	0.00
INV-11256	100.00	0.00	30,326.77	100.00	0.00
INV-11254	212.00	0.00	30,538.77	212.00	0.00
INV-11047	0.00	100.00	30,438.77	(100.00)	0.00

INV-11263	100.00	0.00	30,538.77	100.00	0.00
INV-11264	200.00	0.00	30,738.77	200.00	0.00
INV-11262	222.00	0.00	30,960.77	222.00	0.00
	0.00	0.86	30,959.91	(0.86)	0.00
	0.00	46.64	30,913.27	(46.64)	0.00
Card Transaction	0.00	41.47	30,871.80	(41.47)	0.00
	0.00	0.96	30,870.84	(0.96)	0.00
INV-075	54.60	0.00	30,925.44	54.60	0.00
	0.00	76.08	30,849.36	(76.08)	0.00
INV-11257	132.00	0.00	30,981.36	132.00	0.00
INV-11249	55.00	0.00	31,036.36	55.00	0.00
	0.00	0.45	31,035.91	(0.45)	0.00
INV-11248	39.50	0.00	31,075.41	39.50	0.00
	0.00	2.97	31,072.44	(2.97)	0.00
INV-11268	100.00	0.00	31,172.44	100.00	0.00
	0.00	7.48	31,164.96	(7.48)	0.00
INV-11244	744.00	0.00	31,908.96	744.00	0.00
INV-11267	20.00	0.00	31,928.96	20.00	0.00
	0.00	3.00	31,925.96	(3.00)	0.00
	0.00	20.00	31,905.96	(20.00)	0.00
	4,069.65	**12,561.14**	**31,905.96**	**(8,491.49)**	**0.00**
	31,905.96	**0.00**	**31,905.96**	**0.00**	**0.00**

	4,069.65	**12,561.14**	**(8,491.49)**	**(8,491.49)**	**0.00**

Outlook

Planning Enforcement Case ENF/2025/0386

From Enforcement <enforcement@be.milton-keynes.gov.uk>
Date Fri 20/02/2026 16:37
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>

Milton Keynes City Council

Reference:	ENF/2025/0386
At:	40 Queen Anne Street, New Bradwell, Milton Keynes, MK13 0BA

Further to undertaking our investigation in line with the Local Enforcement Plan (LEP), I write to inform you that we closed the case on 20/02/2026 for the following reason:

A Planning Contravention Notice (PCN) was issued to the property owner to establish the lawful use of the dwelling. The owner confirmed in their response that the property is not being operated as an HMO.

A review of the same online listing referenced by the complainant showed that:

The property is now being marketed as a single let,

It no longer advertises individual room lets,

The advert specifies that it does not accept students or multiple unrelated occupants,

The property is available for families or single household's

This demonstrates that the earlier marketing showing individual room listings was no longer active and does not reflect the current lawful use of the site. The investigation found no evidence of multiple unrelated occupiers, no internal subdivision consistent with HMO use, and no indicators of a material change of use. Accordingly, the property remains within Class C3 (dwellinghouse) use.

Kind regards

Zehn Sajid

Milton Keynes City Council

[ref:a0jWS000002wMTdYAM;9cf6ba9e8f9e19eaeed83e858dde4e4b:ref]

SCOTTISHPOWER

R

v6.6_01212026

24 hour emergency

Electricity Call free: 105 (24hrs)

scottishpower.co.uk
0345 058 0002
9am - 5pm weekdays

New Bradwell Parish Council
Old School
Unit 10 St James Street
New Bradwell Workspace
MILTON KEYNES
MK13 0BL

Find us on

Account number
1614 0010 409

Date **08 February 2026**
Page 1 of 3
Invoice number: **606005519441**
VAT number: **GB 659 3720 08**

Supply Address: NEW BRADWE, CHURCH STREET, MILTON KEYNES, MK13 0DA

Your electricity invoice, actual use

Invoice period **08 January 2026-06 February 2026. VAT on this invoice £284.90**
You are on our **RENEWABLE FOR BUSINESS VJ1 NOV 2026** product

Business account

- We'll collect your balance of £1709.42, on 22nd Feb 2026. If you pay earlier, we'll only collect what's outstanding.
- Thank you for your custom.

Your account

Last invoice	£907.88 (in debit)
Payments For full details of payments see over ->	-£907.88
Opening balance	£0.00
Charges this period	
Energy charges	**£1,390.61**
Government support	**Not applicable**
Total climate change levy	**£33.91**
Sub total (before VAT)	**£1,424.52**
VAT at 20.00% On £1,424.52	**£284.90**
Invoice total	**£1,709.42**
Current balance	**£1,709.42**

- Why not use our online service? You can get a new or copy bill, update your meter readings or manage and view your payments. Just register at scottishpower.co.uk/smallbusiness.
- Our interactive phone service has the answers to the questions our business customers most often ask, such as CCL payments or VAT calculations. Just call us on 0345 058 0002.
- We can help you to keep your energy costs down. Simply go to **scottishpower.co.uk/small-business/saving-energy** for Energy Efficiency tips.

Important Contract Information

Fixed term period end date: 30th November 2026*

For Business tariffs include both fixed and variable cost elements within the standing charge and unit rates. You should keep in mind that the variable costs can rise or fall quarterly. If these variable costs change, your prices will be updated accordingly each quarter on the 1st January, 1st April, 1st July and 1st October. For information on the variable costs included in your prices, as well as details on the latest changes, please visit **scottishpower.co.uk/forbusiness**

*At ScottishPower we do not require customers to give us written notice of termination. For customers on a fixed term tariff, your contract will end on the day after your current contract end date unless you choose another contract with ScottishPower. If you do not choose another contract with ScottishPower or move supplier, we will move you to a default tariff.

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Energy charges this period

Electricity		
Evening & Weekend E7 :Day Charge	**Meter number 22M0016819**	
Start Reading End Reading	**13435 Actual** 07 Jan 26 **16034 Actual** 06 Feb 26	
Units used	**2599** = **2599 KWh (kilowatt-hrs) used**	
08/01/26 to 06/02/26 08/01/26 to 06/02/26	Consumption charge, **2599 kWh x 32.840p** = Standing charge, **30 days x 78.940p** =	£853.51 £23.68
Evening & Weekend E7 :Evening & Weekend Charge	**Meter number 22M0016819**	
Start Reading End Reading	**7551 Actual** 07 Jan 26 **9291 Actual** 06 Feb 26	
Units used	**1740** = **1740 KWh (kilowatt-hrs) used**	
08/01/26 to 06/02/26	Consumption charge, **1740 kWh x 28.970p** =	£504.08
Evening & Weekend E7 :Night Charge	**Meter number 22M0016819**	
Start Reading End Reading	**798 Actual** 07 Jan 26 **834 Actual** 06 Feb 26	
Units used	**36** = **36 KWh (kilowatt-hrs) used**	
08/01/26 to 06/02/26	Consumption charge, **36 kWh x 25.950p** =	£9.34
	Total electricity charges	**£1390.61**
	Total energy charges this period	**£1390.61**

Government support

Not applicable

Levies

Climate change levy

Units Used	Non-exempt %	Chargeable KWh	P per unit	
4375.00	100 %	4375.00	0.775	£33.91
			Total Levies	**£33.91**

Payments received

Payment	22 Jan 26	-£907.88
	Total payments received	**-£907.88**

VAT

Vat at 20.00% on £1424.52		£284.90
	Total VAT	**£284.90**

Important update to your payment method
Thanks for choosing to pay by Direct Debit. Please be aware that from now on, if we're unable to collect your payment on the date it's due, we may apply a £5 administration fee as per our terms and conditions.

New Bradwell Parish Council

DOOR LOCK QUOTES

Supplier has provided the following quotation:

DESCRIPTION	COST	VAT AMOUNT
Door leading to storage area from Main Hall 1 X 8" Padbolt in black 1 X Squire CP40 40mm combination padlock	 £12.00 £24.00	 £0 £0
Additional kitchen door lock **OPTION 1: 1 x Codelock 14 button digital door lock** *Recommended for light to medium use.* **OPTION 2: 1 x Lockey 14 button heavy duty digital door lock** *Recommended as being reliable and well-made*	 £105.00 £163.00	 £0 £0
Charge to install padbolt, padlock, and digital door lock	£90.00	£0
TOTAL WITH KITCHEN LOCK OPTION 1:	£231.00	N/A
TOTAL WITH KITCHEN LOCK OPTION 2:	£289.00	N/A

Based upon the approximate usage of the community centre's kitchen, it's the Clerk's recommendation that **OPTION 1: 1 x Codelock 14 button digital door lock** be installed on the kitchen door as the most viable and cost-effective option.

The padbolt and combination padlock is required on the door leading to the storage area from the Main Hall to prevent unauthorized person(s) from accessing the storage cupboards currently in use by regular hirers.